

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Application Status - [Job Title]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We are writing to inform you that we will not be moving forward with your application at this time. Our records indicate that the mandatory pre-employment questionnaire sent to you on [Date Questionnaire Sent] remains incomplete.

As stated in our application instructions, the completion of this questionnaire is a required step in our evaluation process. Since we have not received your responses by the specified deadline, your application has been withdrawn from consideration.

We appreciate the time you took to apply to [Company Name] and wish you success in your job search.

Best regards,

[Your Name]

[Your Title]

[Company Name]